

# Get started

# with



# ActivInspire

The **ActivClassroom** by PROMETHEAN



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# Welcome to ActivInspire, by Promethean

ActivInspire software opens up the possibilities for teaching and learning with interactive whiteboards.

Behind ActivInspire is a team of people waiting to show you the full potential of the software and to give you practical support.

## What is this guide?

This guide contains many tips on where to get information and resources to help use ActivInspire in your classroom.

Here we show you how to:

- Download ActivInspire.
- Install ActivInspire.
- Download and install ActivInspire's resource pack.
- Get training for beginners and advanced users.
- Download resources for your teaching.
- Get the help you need.

## Have you joined Promethean Planet yet?

To get the most out of ActivInspire, join Promethean Planet, the world's biggest online teaching community, with over 500,000 members and 16,000 free downloadable resources. It only takes a few minutes to join and provides a wealth of help, advice and ideas.

Visit [www.prometheanplanet.com](http://www.prometheanplanet.com)

On the right-hand side of the page, click **Register**.



# Installation and Download

## Get started

ActivInspire is currently available to download in these languages:

English US	Chinese (SIMPL)
English UK	Chinese (TRAD)
French	Hebrew
Spanish	Kazakh
Italian	Korean
German	Russian
Portuguese (E)	Turkish
Danish	Vietnamese
Dutch	Czech
Swedish	Hungarian
Norwegian	Japanese (horizontal text)
Finnish	Malaysian Bahasa
Arabic	Thai
Portuguese Brazilian	

There are two main ways to install ActivInspire: from a disk or from a download.

## Install ActivInspire from a DVD

The DVD of ActivInspire is supplied with the following products:

- ActivExpression
- ActiVote
- ActivPanel
- ActivArena

If you've got a disk just begin with DVD 1 and follow the instructions on screen.

Choose from DVD 2 or 3 for the resources.

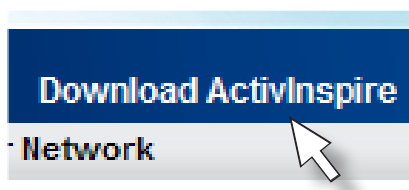
DISK 2	DISK 3
German	Arabic
Danish	Portuguese (Brazil)
English (UK and US)	Chinese (Simplified)
Spanish	Chinese (Traditional)
Finnish	Hebrew
French	Kazakh
Italian	Korean
Dutch	Russian
Norwegian	Turkish
Portuguese (EU)	Vietnamese
Swedish	

## Download ActivInspire

In some schools, only IT administrators can download and upgrade software. If in doubt, please consult your IT administrator.

### Where and how do you download ActivInspire?

- 1 Visit Promethean Planet and log in. If you're not a member yet, it's quick and easy to register. [www.prometheanplanet.com](http://www.prometheanplanet.com)
- 2 To download ActivInspire, select the link: 'Download ActivInspire'.



- 3 Choose your language. Here, you choose the language for the download process. You download ActivInspire software in all available languages, defaulting to the language you choose here.



Note: You can change the language you use within ActivInspire. For more details, open ActivInspire, and click **Help > Contents** to open the help file. In the help file, click **Reference > Settings > Language**.

- 4 Click the download button.



- 5 Choose your operating system.





## Download for Windows

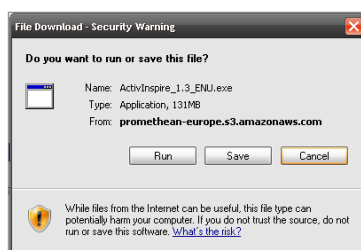
The instructions below are for Internet Explorer 8.

- The download page appears in Promethean Planet.

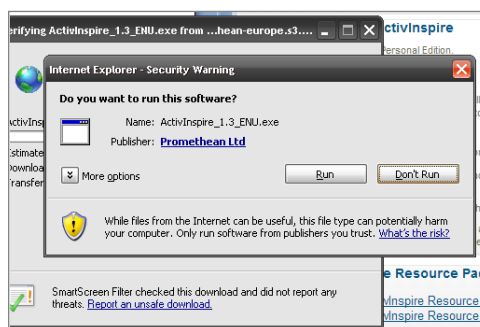


Leave this page open as you'll need it to download your free starter resource pack.

- Security messages may appear. Accept these. If you are working on your school's network and have any questions, your IT administrator is the best person to ask.
- You are asked if you want to Run or Save the file. Run the file and the download will happen automatically.



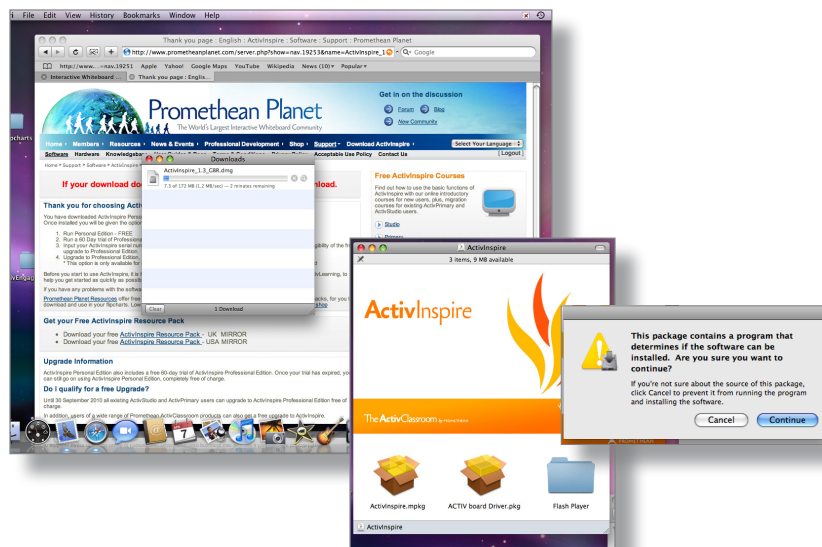
- When the download finishes, the system double-checks whether you want to run the file. Click **Run** or the equivalent.





## Download for Mac

Here we show screenshots from a Macbook Pro with Safari.



The principle is the same for all browsers and Windows and Mac operating systems. When the installation begins, follow the instructions on screen. The simplest route is to accept the defaults and keep clicking **Continue** to install. Advanced users can choose from a variety of options. These are generally only for IT Administrators.



## Accessing Linux

The full instructions for accessing the Linux version of ActivInspire are available via the download page [www.prometheanplanet.com/activinspire](http://www.prometheanplanet.com/activinspire).

Log in to Promethean Planet and go to the Linux page.

Video instructions are also available on the ActivInspire page for Linux. The instructions are in .ogv format, so can only be viewed via Linux distributions.

We provide installation using your distribution's package management system (e.g. via apt/synaptic on Ubuntu). By using your distribution's native package management system, you benefit from automatic updates, automatic management of dependencies, and seamless integration with the rest of the system.

## Linux Distribution Information

The distributions we currently support for ActivInspire are:

Ubuntu – 9.04, Ubuntu – 9.10, Debian.

## Linux Repository Information

### For Ubuntu 9.04:

deb <http://activsoftware.co.uk/linux/repos/ubuntu> jaunty oss non-oss

### For Ubuntu 9.10:

deb <http://activsoftware.co.uk/linux/repos/ubuntu> karmic oss non-oss

### For Debian:

deb <http://activsoftware.co.uk/linux/repos/debian> lenny oss non-oss

Our Ubuntu repository is signed to guarantee the integrity of the software you download. You must import the Promethean key into your system in order to install our software.



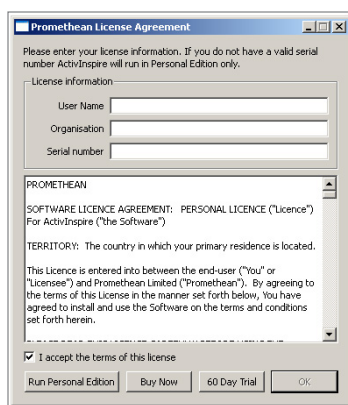


## Using ActivInspire for the first time

### Run ActivInspire for the first time

Double-click the ActivInspire icon on your desktop.

The first time you open ActivInspire, the 'Promethean License Agreement' box opens.



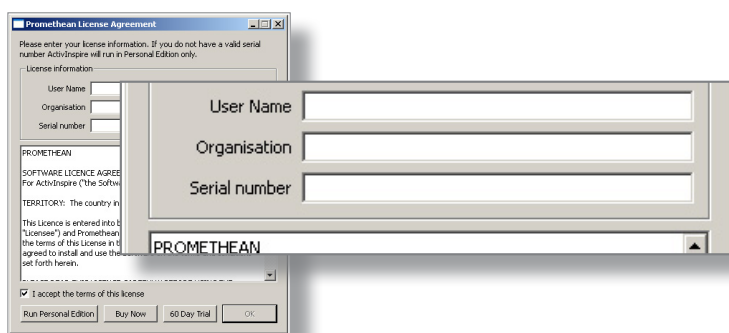
### First decision: Which edition of ActivInspire do you want?

This is partly answered by the following question:

### Do you have an ActivInspire serial number?

- Yes

If you have a serial number, enter it in the 'Serial number' box.

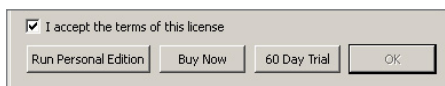


Click **OK**. You'll instantly have access to Professional Edition, the premium version of ActivInspire.

- Not yet

If you haven't got a serial number, you have three options, described below:

- **Run Personal Edition** – A free version of ActivInspire, containing the software's core set of features.

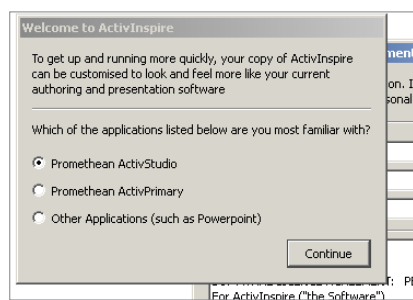


Note: For ActivInspire Personal Edition, distribution conditions may apply in specific countries. Check with your local Promethean representatives for details on using ActivInspire Personal Edition in your region.

- **Buy Now** – Takes you to a web page where you can find more information about buying ActivInspire.
- **60 Day Trial** – Try out the full ActivInspire Professional Edition for 60 days, after which your software will revert to Personal Edition. You will still be able to use your flipcharts and any content you have created. You will not lose any material if you revert from Professional Edition to Personal Edition.

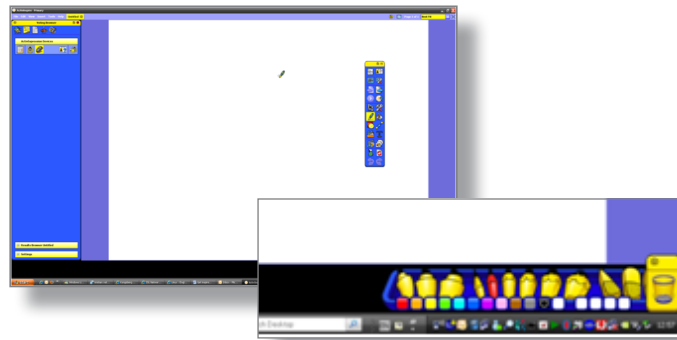
## Second decision: Which look of ActivInspire do you want?

When you've chosen the edition of ActivInspire you want, the software asks you to choose the look and feel you'd prefer. You can change your mind when you've opened the software using the 'Settings' menu.



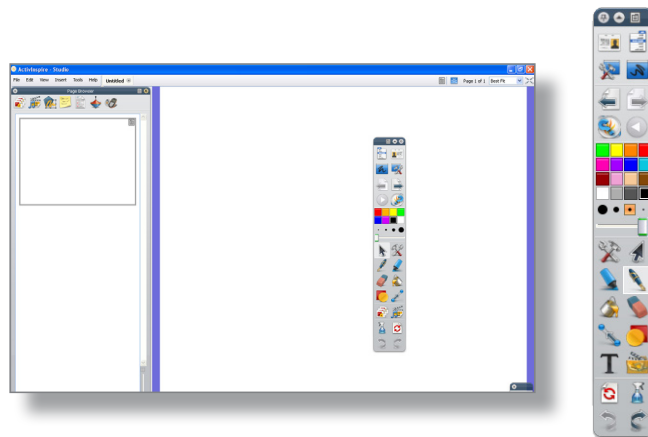
Your choices, with consideration to existing users of Promethean software, are explained below.

## ActivPrimary, for younger learners:



- Tools low down on the display, within easy reach of children.
- Teaching menu higher on the display, not so easy for children to reach.
- Colourful, cartoon-like icons, easy to find and click by children.

## ActivStudio, for all other users:

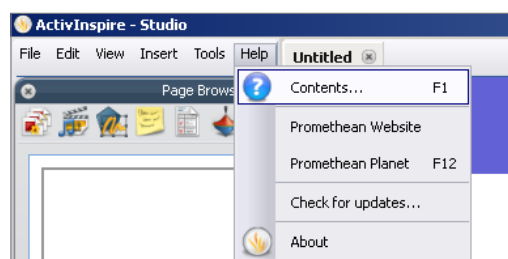


- Toolboxes designed for older learners.
- Cool, professional look for older students.

## Other applications:

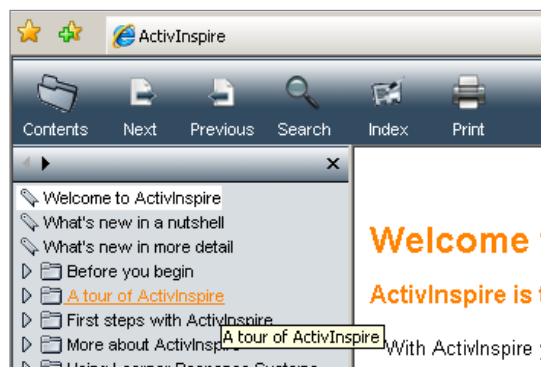
Other applications, designed for users who are familiar with applications such as PowerPoint and want a familiar route into ActivInspire. Once you've made your choice, visit the Help file to find out more details about each look.

In ActivInspire click **Help > Contents**.



## More about ActivStudio and ActivPrimary

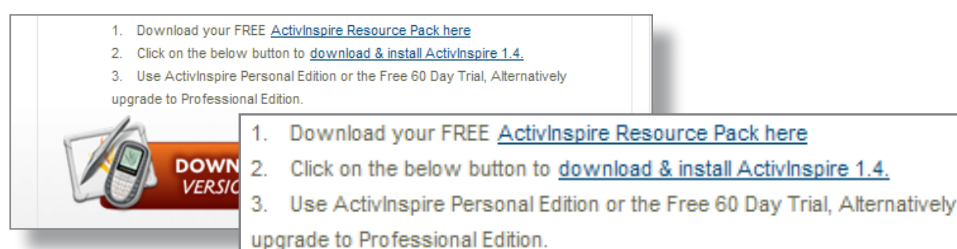
Select '**A tour of ActivInspire**' in the help file to explore ActivStudio and ActivPrimary and find out how to change between the two.



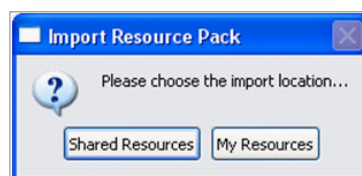
## Downloaders: Before you move on, download your free ActivInspire Resource Pack!

Every version of ActivInspire comes with a free resource pack, containing a vast range of teaching resources to help get you started.

- 1 On the Download page, click the link to download your free resource pack.



- 2 When asked what to do with the file, click **Open**.
- 3 Your computer asks you to choose where to install the files.



- **Shared Resources area:** This could be on a network, depending how your school works with ActivInspire.
- **My Resources area:** The resources, if you use the default settings, will be installed on your computer. Choose this option to explore the resources from your own computer.

Choose where you want to install and the import happens automatically.

# Get Help

## It's not working! What do I do?

If you need any help with the installation, contact our support team.

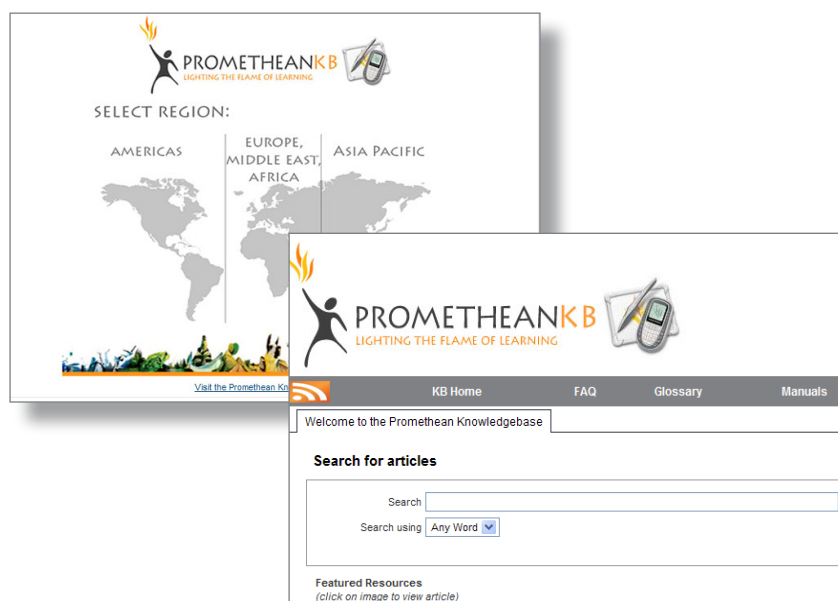
In Promethean Planet, click **Support**.



## Knowledgebase

Visit the Knowledgebase and search for your issue, or email the Support Team.

Visit [www.prometheankb.com](http://www.prometheankb.com) and select the region that is most appropriate to you.



# Get Help

## ActivInspire looks great! How do I start using it?

There are lots of places to get help using ActivInspire, whether you are a first time user or a confident pro!

## Free introductory training

Visit **Promethean Planet website > Professional Development >**

**ActivLearning**. The ActivInspire introductory courses are among a range of free courses on offer.



## Instant tips

A selection of instant tips, including flipchart basics and top teaching tips. Visit

**Promethean Planet website > Professional Development > Activtips**.



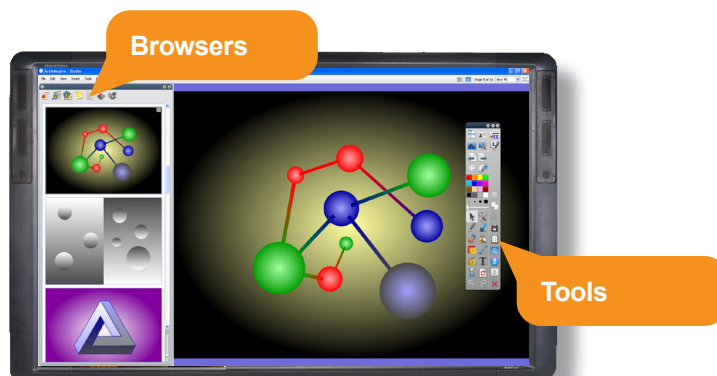
## ActivInspire on the web

Search for ActivInspire on You Tube or Teacher Tube.

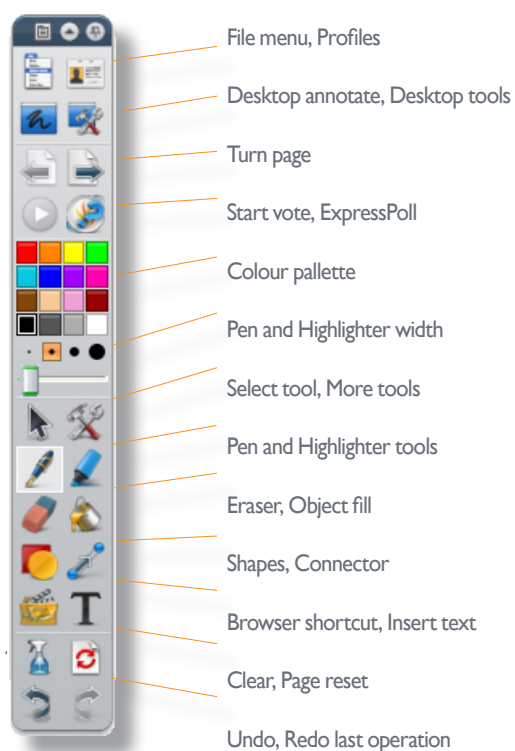
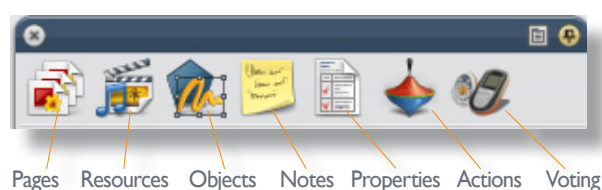


## ActivInspire's tools and browsers

Our online training gives you a full introduction to all the tools and browsers in ActivInspire, and how to start using them when preparing flipcharts or during the lesson.

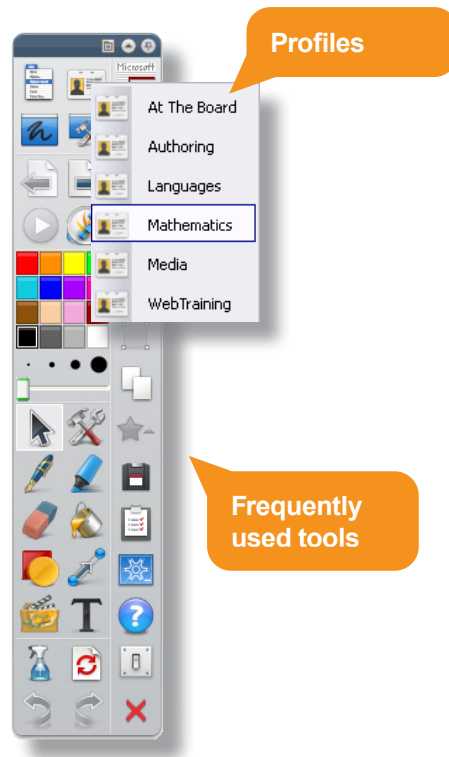


You can also find out more in the Help file - click **Help > Contents**. The pictures below show you what each of the main icons in the toolbox and browsers mean. The title of each tool will also appear on your screen when you hover over the icon with your ActivPen or computer mouse.



## User profiles in ActivInspire

Don't forget that other tools you frequently use will automatically appear on a third column of the main toolbox, or you can customise the toolbox yourself, add what you like and save this to a profile.



For more information, check the **Help file>More about ActivInspire >Making profiles work for you >Creating and switching profiles>Choosing your tools.**



## Get Training

Our professional development programmes are designed in close consultation with teachers.

On Promethean Planet, click **Professional Development > ActivLearning** to find out your options.



### Get trained in the basics for free

Promethean's introductory courses introduce you to all the main tools and options in ActivInspire. These courses are free and online so you can study at your own pace. There are also migration courses for fans of ActivStudio and ActivPrimary who want to move onto the next generation of teaching software.



### Available in:

US/UK English, Arabic, German, Spanish, French, Italian, Dutch, Portuguese, Swedish, Korean, Danish, Norwegian, Finnish, Chinese (trad), Russian, Chinese (simp), Turkish, Br Portuguese, Kazakh, Vietnamese.

## Get Professional Development

Our professional development courses challenge you to explore the ways in which ActivInspire can be used in the classroom. These courses can be purchased, in US Dollars, Euros and Pounds Sterling, via Promethean Planet's online shop.

### Level 1 – ActivInspire Skills

Our **Level 1** training points out the software's potential, introducing you to all tools. These courses can be studied at your own pace and leads to the award of an ActivInspire Core Skills certificate and, optionally, an ActivInspire Advanced Skills certificate.

### Available in:

US/UK English, Arabic, German, Spanish, French, Italian, Dutch, Russian, Chinese (simp), Portuguese.



### Level 2 – Teaching with ActivInspire

At **Level 2** you work out how you can put ActivInspire's options into practice in the classroom. You work at your own pace, up to the point where you are allocated a tutor to review a lesson plan and flipchart you intend to use in a lesson. Other courses are available for more advanced users and for specific products (available in English only).

For more information, go to the **Professional Development** tab and select **ActivLearning**.



# Resources

## Get resources

On Promethean Planet you can download resources for all your lessons.

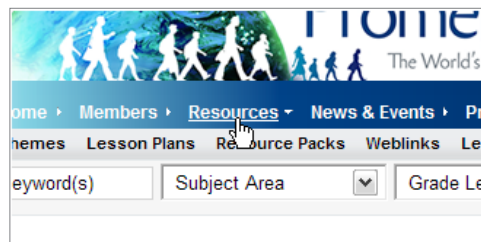
Download:

- Resources created by teachers, on your subject. Free of charge.
- Resources created by some of the world's best known educational publishers. Choose from free of charge or chargeable resources.
- Flipchart resource packs created by Promethean.

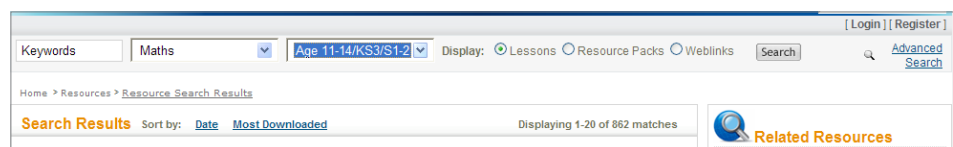
Why not upload your own flipcharts and share them with the teaching community?

**Here we'll download a free lesson, to give you an idea how it's done**

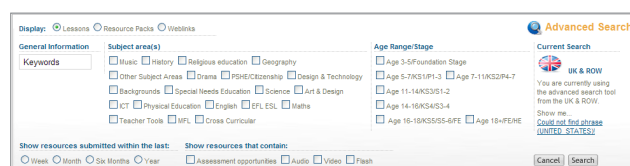
- 1 On Promethean Planet, click **Resources**



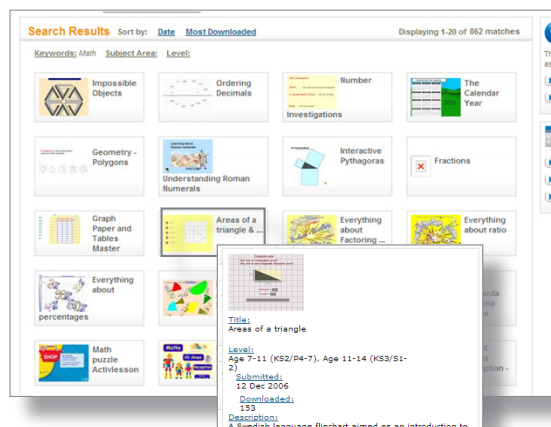
- 2 Enter your search options. In the example below, we are looking for lessons in Mathematics for age range 11-14.



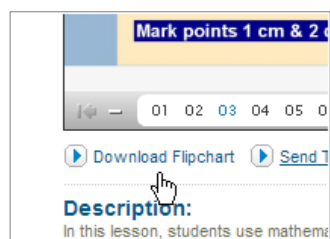
- 3 The Search Results screen shows all the submitted resources which match the criteria. The resources are displayed as thumbnails in groups of twenty. If the total number is too large for you to review, you can reduce it. Click the **Advanced Search** option at the right of the display:



On the results screen, click a thumbnail to preview the resource and find out more before you download.



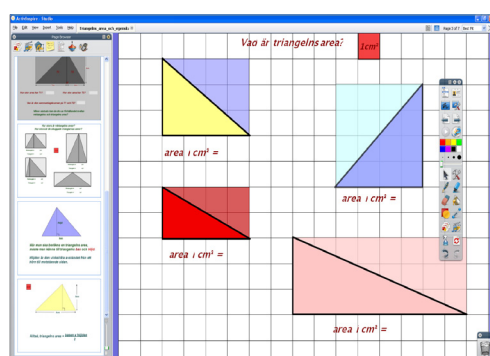
When you've picked a resource, click the **Download** option:



- 4 Further options depend on the computer you are using. We are using Windows with Internet Explorer 8 so are given the option to choose whether to **Open** or **Save** the resource. We'll select **Open**.



- 5 The flipchart opens in ActivInspire and is ready to use right away.



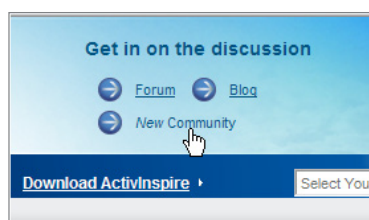
## Get Involved

### Help us to improve ActivInspire

Join other teachers to help create the ideal software for your needs. ActivInspire is always evolving to create the best software for education.

Tell us how can we make it more useful. Let us know what tools you need to get the best from your teaching and to engage your students.

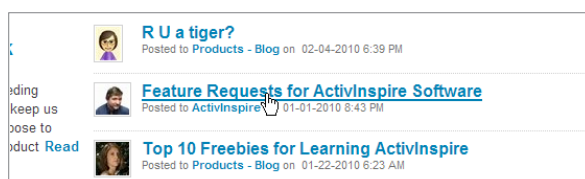
Go to Promethean Planet and click **New Community**.



- 1 In our community area, click **Products**.



- 2 Click a title, such as '**Feature requests for ActivInspire Software**' to start giving us your ideas.



- 3 Explore the community area for many ideas from fellow teachers, Promethean staff, educational practitioners and technology experts.

### ActivInspire is just the starting point

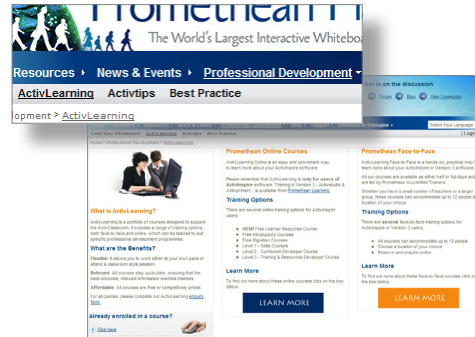
By using ActivInspire you gain access to a vast range of information and ideas from professionals throughout teaching, educational technology and educational research.

Take a few moments to find the answers to these questions:

## Training

How can our training help you?

Visit **Promethean Planet > Professional Development > ActivLearning.**



## Resources

Which of our range of resources are more useful for your teaching? How can you get more ideas for your teaching?

Visit **Promethean Planet > Resources.**



## Technical support

Where can you have your technical questions answered?

Visit **Promethean Planet > Support.**



## Appendix: ActivInspire Professional and Personal Edition features

The table shows availability of features in ActivInspire Professional and Personal Editions.

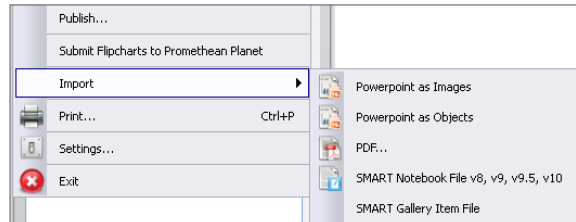
FEATURE	ACTIVINSPIRE PROFESSIONAL	ACTIVINSPIRE PERSONAL
<b>PREPARATION</b>		
Local Resource Search	√	√
Multi-Page Select	√	√
Object Layering and Reordering	√	√
Grid Mask	√	√
Text Editing	√	√
Actions Authoring	√	√
Design Mode	√	
Themed templates	√	
Object Align	√	
Rubber Stamp	√	
Drag a Copy	√	
Grid Designer	√	
Uniquely Label Objects	√	
Page Notes	√	
Shapes Library	√	
Marquee Select	√	√
<b>MULTIMEDIA</b>		
Integrated ActiView Visual Presenter	√	
Play Flash Objects	√	√
Supports FLV files	√	√
Links documents in Flipchart	√	√
Graphics/Image Support	√	√
Screen Recorder	√	
Sound Recorder	√	
<b>IMPORT/EXPORT OTHER FORMATS</b>		
Import SMART Notebook	√	√
Import SMART Gallery	√	√
Import PowerPoint (Windows)	√	√
Import QTI/XML	√	
Import PDF	√	
Export to PDF	√	√
<b>LEARNER RESPONSE</b>		
Integrated ActiVote and ActivExpression	√	√
Import ExamView and XML files	√	
Export LRS Questions and Answers to Excel	√	
Self-Paced Learning	√	

FEATURE	ACTIVINSPIRE PROFESSIONAL	ACTIVINSPIRE PERSONAL
<b>AT THE BOARD</b>		
Pen Modifiers	√	
Fill Tool	√	√
Page Scale	√	√
New Browsers (Actions, Page, Resource, Object, Property, Voting)	√	√
Right Click/Context Menus	√	√
Pen tool & pen width indicator	√	√
Duplicate	√	
Reset Page Tool	√	
Page Zoom Tool	√	
XY Origin	√	
Teacher Lock	√	
Desktop Annotation	√	
Dual User Mode	√	
<b>INTERACTIVITY &amp; ENGAGEMENT</b>		
Page Turn Effects	√	
Assign Actions to Objects and Pages	√	√
Promethean Planet Viewer	√	√
Search for Resources on Promethean Planet and download to ActivInspire	√	√
Magic Ink & Destructive Eraser	√	√
Application Settings	√	√
Keyboard Shortcuts	√	√
Dotted and dashed lines	√	√
Localised Versions	√	√
Objects with actions can be dragged	√	
Customised Profiles	√	
Resize icons	√	
User Defined Buttons	√	
Drag-on Buttons	√	
Handwriting Recognition Tool	√	
Convert to Text Tool	√	
Shape Recognition Tool	√	
Convert to Shape Tool	√	
<b>RICH POWER TOOLS</b>		
Clock	√	√
Snap object to grid	√	√
Spotlight	√	√
Time Stamping	√	√
Colour Picker	√	
Tickertape	√	
Compass Tool	√	
Revealer Tool	√	
Calculator	√	
On-screen keyboard	√	
Dice Tool	√	
Spellchecker checks entire flipchart	√	

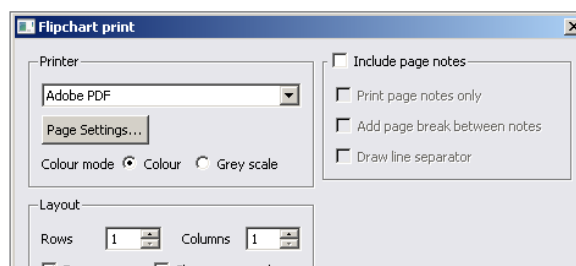


## Did you know

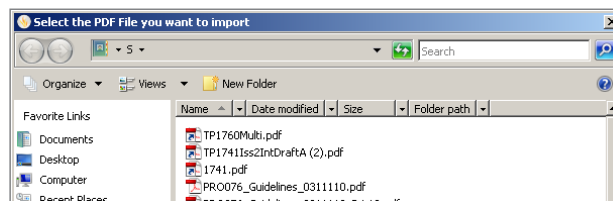
You can import PowerPoint, SMART Notebook and SMART Gallery files into both editions (Personal and Professional) of ActivInspire.



You can export to PDF via 'Print'.



In Professional Edition only, you can import PDFs and convert them to a flipchart.



## Welcome to your ActivClassroom!